

## MicroStation – WSDOT Sheet Batch Printing

### Overview

The MicroStation **Batch Print** command allows you to quickly print a large number of sheets across any number of files.

This process looks at a selected set of files and, according to customizable specifications, takes all data enclosed by a designated shape and sends to a printer. Batch printing accommodates any number of instances of the designated shape across all selected files. The specifications and settings for a batch print can be saved for future use.

WSDOT batch printing is compatible with all WSDOT standard sheet types, including Plan Sheets, Right of Way Sheets, and InRoads Cross Sections.

### Workflow

Typically start with one or more DGN files that include sheet borders. The following steps will produce a set of printed sheets:

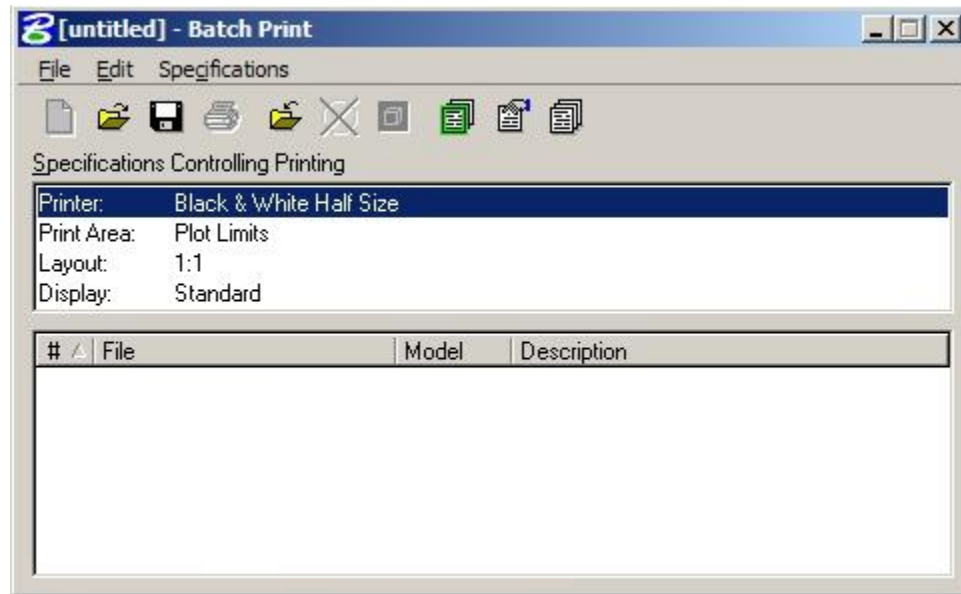
1. Select the files to print
2. Choose an appropriate plot driver
3. Set the paper size and rotation
4. Print

### Selecting Files for Printing

Before beginning this process, it may be helpful to list out the files and their locations. Then, open the **Batch Print** command and start the process.

1. Select *File > Batch Print*.

The Batch Print dialog opens.



2. Verify that the *Specifications Controlling Printing* displays settings are similar to the graphic above.

This indicates that the configuration file is available. If the specifications indicate **“Default”**, contact CAE Support.

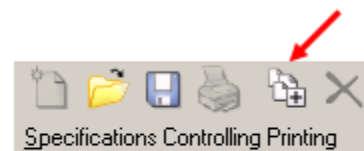
3. In the *Batch Print* dialog, select the *Edit > Add Files...* command.

~ Or ~

Click the **Add Design Files** icon on the toolbar.

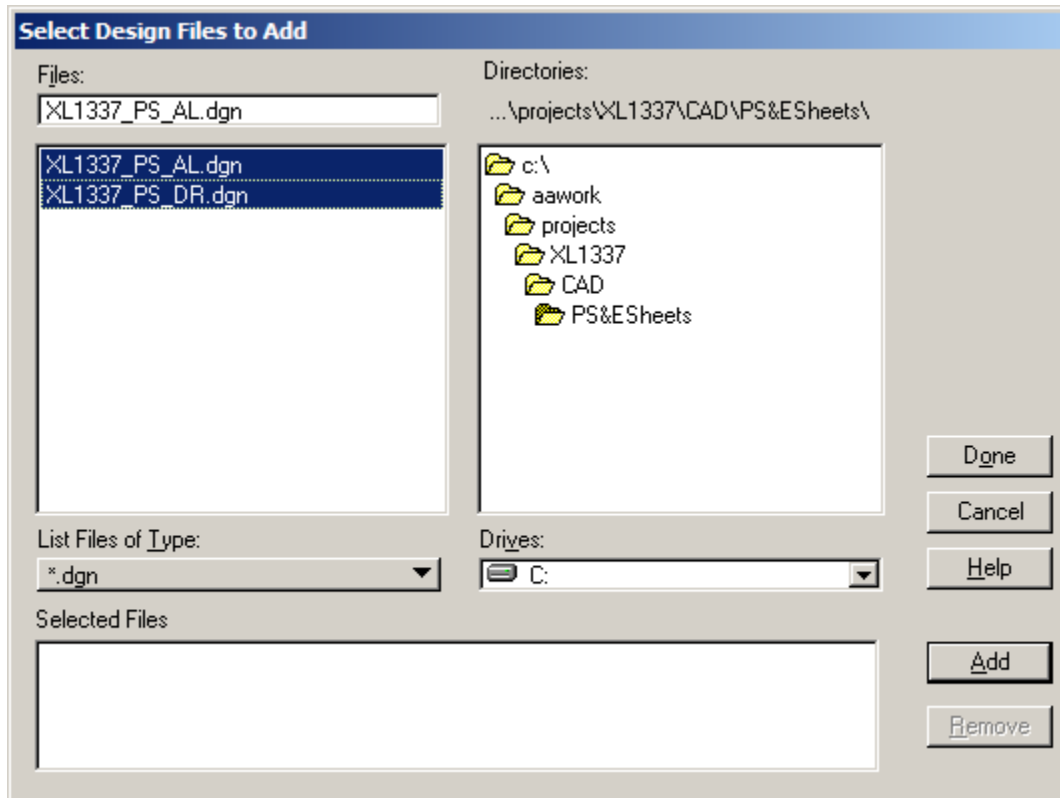


*Batch Print Toolbar in  
MicroStation 2004*

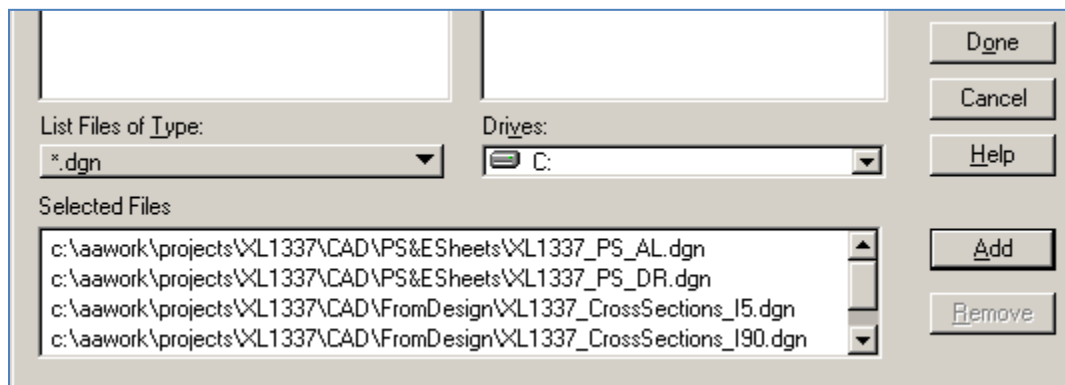


*Batch Print Toolbar in  
MicroStation XM*

This opens the Select Design Files to Add dialog.



4. Navigate to the directory containing the file(s) you wish to print from.
5. Select the files from the list on the left and click the **Add** button in the lower right.  
This will fill in the Selected Files dialog.
6. Repeat these steps until all of the files have been added.



7. Click **Done** to return to the Batch Print dialog and fill in the files list.

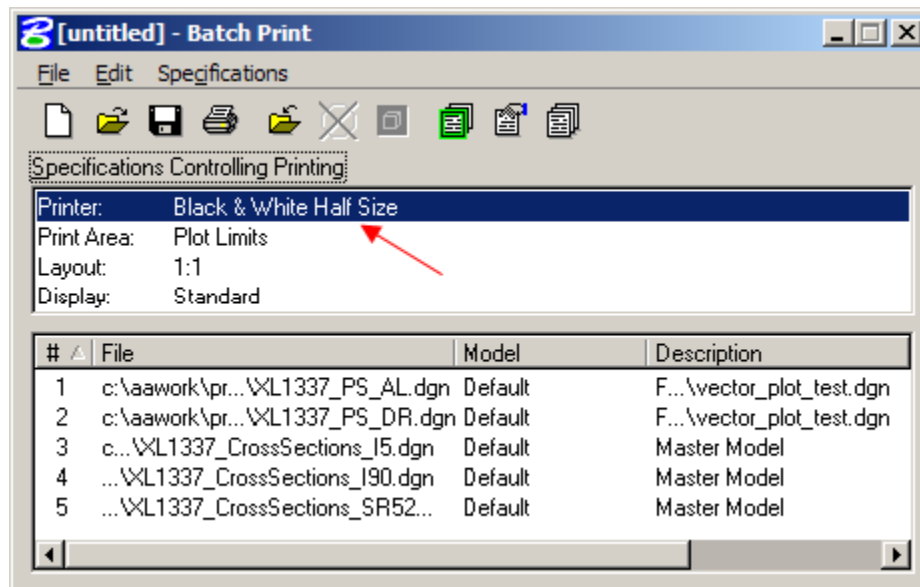
## Selecting the Print Specifications

Next, select the desired plot specification from the list of WSDOT- supported formats. The specification determines the following options:

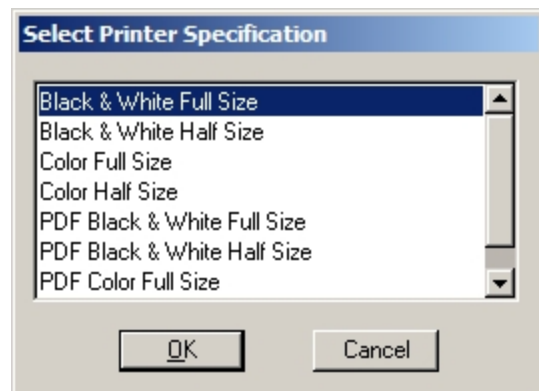
- Black & White or Color;
- Half size (11"x17") or Full size (22"x34"); and
- Print to paper or PDF file.

8. Double-click on the **Printer:** option in the top half of the Batch Print dialog.

This opens the Select Printer Specifications dialog.



9. Select the desired plot driver from the list.
10. Press **OK** to close the dialog and return the Batch Print dialog.



to

## Printing & Configuring your Paper Size and Orientation.

At this point the dialog choices depend on whether printing to a PDF file or to paper.

### Generating a PDF

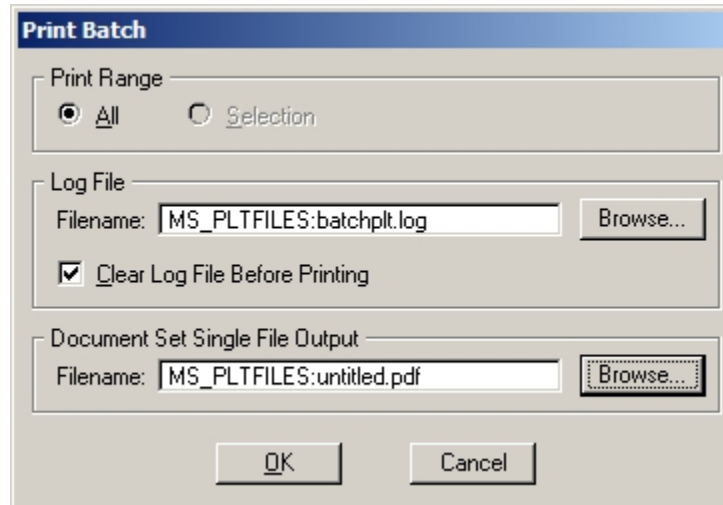
To produce PDF files, this process requires selecting PDF printer selection.

1. In the Batch Print dialog, select *File > Print*

~ Or ~

Click the **Print** icon in the Batch Print dialog.

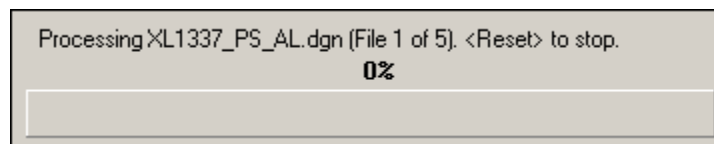
This opens the Print Batch dialog box.



Whenever you batch print, MicroStation generates a log file. You can specify the location of this file.

2. In the *Log File* area, click the **Browse...** button.
3. Enter the location and name of the log file.
4. Click **OK** to return to the Print Batch dialog.
5. In the *Document Set Single File Output* field, click **Browse...**
6. Enter a name & destination for the new PDF file.
7. Click **OK**.

After a brief processing dialog, the Batch Print dialog will return.



8. Open the new PDF file and verify it's contents.
9. If no changes are necessary, close the Batch print dialog to clear it.

## Printing to Paper

Specific settings are different for each printer. These screen graphics of the printer dialogs are merely examples of what yours may look like. For specific settings, please consult CAE support staff.

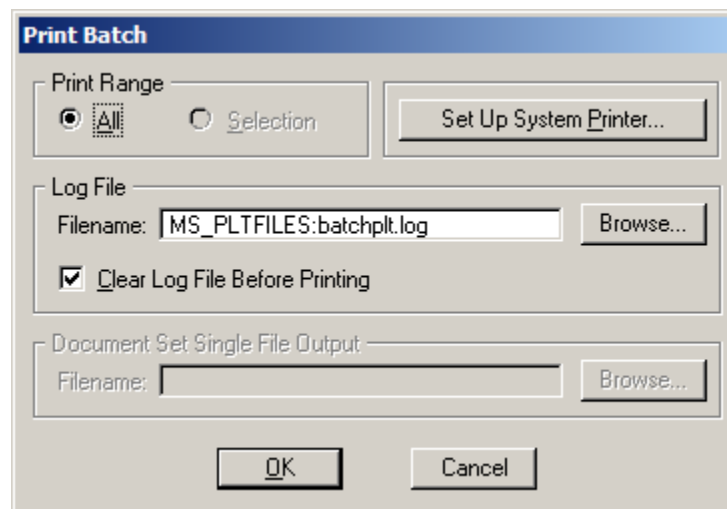
The process for sending the job to a printer other than PDF requires selecting a different option in the Selecting the Print Specifications command.

1. Select *File > Print* from the Batch Print dialog.

~ Or ~

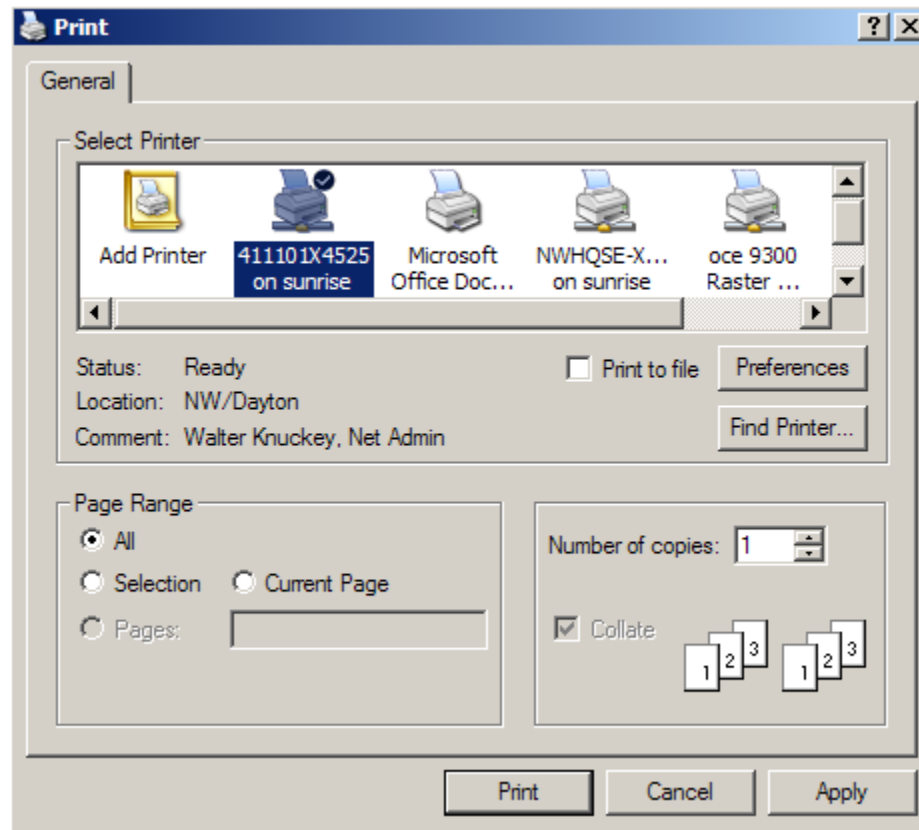
Click the **Print** Icon in the **Batch Print** dialog.

This opens the Print Batch dialog box.



Whenever you batch print, MicroStation generates a log file. You can specify the location of this file.

2. In the *Log File* area, click the **Browse...** button.
3. Enter the location and name of the log file.
4. Click **OK** to return to the Print Batch dialog.
5. Click the **Set Up System Printer** button to access the printer settings.



6. Select the printer of choice from the printers list, and click the **Preferences** button.
7. In the printer settings dialog, set *Orientation* to **Landscape**.
8. Set the *Paper Size* to the desired size.
9. Click **Apply**, then **Cancel** to close this dialog
10. This returns you to the Print Batch dialog.

It is not possible to batch print mixed sheet sizes. You will need to run a separate batch print for each paper size.

11. Back in the Print Batch dialog, click **OK** to print your sheets.

### Additional Information

- If your prints aren't coming out, check your message center for a error like the one above. This error means that there were no plot limits found in the file. Older versions of the WSDOT sheet cells do not contain plot limits elements. You will need to update your cells using the **Replace Cells** tool found in the Cells toolbox.

BatchPrint: files:1, prints:0, failures:1



- When using **Batch Print**, all closed elements on the **SH\_GI\_PlotLimits** level are treated as plot limits. Be sure there are not any extra elements on that level to avoid unwanted plots.
- It is possible to save a batch print file list & settings by using **Batch Print's** *File > Save* command. This will generate a \*.**job** file which can be loaded at a later time to quickly plot the same set of files again.
- Printing selected files in a batch print file list is done by first highlighting the desired files, then toggling the *Selection* option in the Print Batch dialog. A good example would be to create a file list of all PS&E sheets for a project, save the list as a job file, then print specific sheet types as needed from the list.

For questions or comments on this tech note, contact your regional CAE Support Coordinator or the WSDOT CAE Help Desk at (360) 709-**8013**.